



**CHARLES CITY COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION**

Regular Meeting

Monday, March 18, 2019

6:15 P.M.

**Charles City Middle School
Gather space, 7th grade learning studio
1st Floor (North End)**

1200 1st Ave.
Charles City, Iowa

1. Call to Order by Chairperson

Roll Call

Robin Macomber, President
Jason Walker, Vice President
Scott Dight
Missy Freund
Josh Mack
Isaiah Tilton, Student Board Member (Non-Voting)

2. Reading of the District Mission/Vision Statement and Core Values by
Director Dight

*Our mission is to engage, inspire, and empower students and staff in order to maximize learning.
Our District core values are: Best for all Kids, Family, Committed Leaders, Passionate and Invitational.*

3. Approval of Agenda

Action

4. Welcome Visitors: Public Comment

As we begin our agenda tonight, let me explain our process for public comment. On behalf of the board members, I invite any member of the audience to approach the microphone with comments about items of interest or concern. Please begin by stating your name and contact information. Please limit your comments to three (3) minutes so we can keep the meeting moving in a timely fashion and allow others an opportunity to speak as well as allowing the board to complete the agenda in a timely manner.

High Academic Achievement
Culture, Climate, & Environment
Effective Communication
Fiscal Responsibility and Stability
Facilities for Educational Excellence

Comments from the public are not limited to items or topics on tonight's agenda, but they are limited to matters within the board's authority. Please understand that we as a board cannot discuss items not already on the agenda. Iowa's sunshine law prohibits us from having a discussion without the proper notice to all of the school district community that the issue would be discussed at tonight's board meeting.

Also, please remember you are making comments in a public meeting. Should you make comments that the subject of the comments considers to be inflammatory or libelous, you, as an individual, may be subject to legal action brought by the subject of your comments.

Thank you for your support of our school district.

5. Comments by Board Members and Superintendent Information

This agenda item provides a time to allow board members and the superintendent to share information with other directors and the public. Discussion of the information items or follow-up questions are not permitted by law.

6. Committee Reports Discussion

This agenda item provides committee chairpersons (listed below) the opportunity to give an oral (or written) report from their respective committee meetings. Fellow board members and the public may ask questions of the chairpersons afterward.

Committee	Chairperson	Report (Yes/No)
Facilities	Walker	No
Communications & Public Relations	Mack	No
Finance	Dight	No
Negotiations & Compensation	Macomber	No
Policy	Freund	No
County Conference Board	NA	No
SIAC	Supt Fisher	No
Job Shadowing Report	Board Members	Yes

Aligned with strategic goals of High Academic Achievement; Culture, Climate, & Environment; Fiscal Responsibility & Stability; and Facilities for Educational Excellence

7. Committed Leader - Student Leadership Information
Exhibit

Susan Leeper and Stena Schmitt, home school assistance instructor, will present information on the home school assistance program.

Aligned with Board/Superintendent goal 1: Professional Learning
Aligned with Strategic Focus Area 1: HIGH ACADEMIC ACHIEVEMENT

8. Athletic Complex Update Information
Exhibit

Dana Sullivan and members of the athletic complex committee will provide an update and discussions regarding the an alternative option for location of the athletic complex. The committee will present information on the choices and the cost.

Aligned with the Board/Superintendent goal 3: Facilities and Infrastructure
Aligned with Strategic Focus Area 5: FACILITIES FOR EDUCATIONAL EXCELLENCE

9. North Carolina Trip

Information/Action

Persons may attend a class in order to obtain certification from the American Mountain Guid Association as an Indoor Rock Climbing Instructor. This would be highly preferred by our insurance company based on the discussion, Mr. Robert Pittman had with them. It would ensure that our rock climbing wall would meet national standards on safety, training, and up keep. The class is from May 15-17 at Camp Blue Star, North Carolina. Approximate cost \$1,150

Who: Robert Pittman
AMAG training: \$350, already paid
Flight Minneapolis to Charlotte, NC: \$250 (rough estimate)
Car rental: \$250 (rough estimate)
Place to stay: \$200-\$400 (Based on rates of a cabin or hotel)

The recommendation of the superintendent is:

“to approve the out of state training for Robert Pittman to attend Indoor Rock Climbing certification class in North Carolina in May 2019 as recommended.”

Aligned with the Board/Superintendent goal 2: Culture and Climate

Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT

10. Portrait of a Graduate

Information/Action

Exhibit

Supt Fisher will share information on Portrait of a Graduate program offered by Battelle for Kids, a nonprofit consultation group for children that will allow for improved vision and strategic planning for the school district. Portrait of a Graduate Website is <https://portraitofagraduate.org/>

The recommendation of the superintendent is:

“to approve the Battelle for Kids master development and service agreement and statement of work for \$32,000 as recommended.”

Aligned with the Board/Superintendent goal 1: Professional Learning

Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT

11. North Grand Building Right-Of-Way

Action

Exhibit

In preparation of selling the North Grand Building, the District had a title opinion prepared for the property. The opinion discovered a discrepancy regarding properties that had previously been City owned right-of-way which is now part of the School’s site. In order to cure this defect, the City has agreed to vacate and convey the property to the District. The Board will discuss the potential transfer of property to the District from the City of Charles City to settle these title issues. The City approved the resolution on 3/4/2019 but we are waiting for a signature.

The recommendation of the superintendent is:

“to approve the acceptance of the vacated right-of-way property from the City of Charles City to cure the North Grand Building title issues as recommended.”

Aligned with the Board/Superintendent goal 3: Facilities and Infrastructure

Aligned with Iowa School Board Standard 5, FACILITIES FOR EDUCATIONAL EXCELLENCE.

12. Conveyance of Land

Action
Exhibit

Located adjacent to the High School there is a section of property currently owned by the city of Charles City that is not being used and because of its location it is unlikely that the City would have a use for it. The District because of its location next to the High School practice field may at some time in the future have a use for it. If interested, the Board may direct the Superintendent to have discussions and make a request with the city of Charles City.

The recommendation of the superintendent is:

“to direct the Superintendent to have discussions and make a request with the City of Charles City for conveyance, purchase, lease, or partnership of property next to the High School Practice field for possible future expansion as recommended.”

Aligned with the Board/Superintendent goal 3: Facilities and Infrastructure

Aligned with Iowa School Board Standard 5, FACILITIES FOR EDUCATIONAL EXCELLENCE.

13. Internal Technology Connection Project

Action
Exhibit

Bids have been received for the Internal Technology Connection Project which includes wireless access points, network switches and uninterruptible power supplies throughout the District. A Request for Proposal (RFP) for sealed bids will be sent. This project will be submitted for e-rate funding, which could mean an 80% discount. The total cost of the project is estimated \$250,465 but after our E-Rate discount our cost would be \$50,093. The amount after erate funding will be paid from the general fund technology budget of \$77,500. The project expenses after erate and general fund budget, if any, will be funded from PPEL funding.

The recommendation of the superintendent is:

“to approve internal technology connection bid from Heartland Business Systems for \$255,188.59 as recommended.”

Aligned with the Board/Superintendent goal 3: Facilities and Infrastructure

Aligned with Strategic Focus Area 5: FACILITIES FOR EDUCATIONAL EXCELLENCE

14. Internet Services Project

Action
Exhibit

Bids have been received for Internet Services for the District. A Request for Proposal (RFP) for bids was published according to Universal Service Administrative Company guidelines and made available for at least 28 days before bids were evaluated. The approved contract for Internet Services will be submitted for e-rate funding, which could mean up to an 80% discount if approved. The total cost of the services for a 1 GB connection is \$1,440 per month plus a one-time \$200 installation charge, after discounts are applied this would be \$288 per month plus a one-time \$40 installation charge.

The recommendation of the superintendent is:

“to approve internet services from the Iowa Communications Network for a 1 GB connection at \$1,440 per month as recommended.”

Aligned with the Board/Superintendent goal 3: Facilities and Infrastructure

Aligned with Strategic Focus Area 5: FACILITIES FOR EDUCATIONAL EXCELLENCE

15. Staff Laptop Apple Purchase

Action
Exhibit

The Charles City Community School District budgeted for our staff device refresh during the 2018-2019 school year, our current staff devices were purchased in July 2014 and are no longer withstanding the school day on battery life and are starting to not meet the technical specifications that we are seeing with newer software requirements. With the ease of management and efficiencies in providing software and support on the mac

platform, it has been decided that the district would like to refresh our staff devices with the 13” MacBook Pro device once again. Apple is the only vendor that is allowed to sell the MacBook device to the education market, so there are no competitive bids available. We recommend the board approve the purchase of 165 13” Retina MacBook Pro’s at \$1,099 a piece for a total purchase price of \$181,335. This will be funded thru the PPEL and general funds.

The District plans to recycle all the current devices that can no longer be used in district which means there may not be many to recycle. For the devices that are sustainable to use, we will begin to replace the remaining 250+ MacBook devices still available for students found in programs such as Home School Assistance Program, Carrie Lane, Special Education classrooms, ELL classrooms, and the General Classroom Carts available in each building that contain MacBook devices that are 8 years in age or older.

The recommendation of the superintendent is:

“to approve the quote from Apple Computers for \$181,335 for 165 staff laptop as recommended.”

Aligned with the Board/Superintendent goal 3: Facilities and Infrastructure

Aligned with Strategic Focus Area 5: FACILITIES FOR EDUCATIONAL EXCELLENCE

16. Big Brother Big Sisters Memorandum of Understanding

Action
Exhibit

Big Brothers Big Sisters has requested an office in the District to house their program. A memorandum of understanding was completed and is being requested for your approval. The Big Brothers Big Sisters will pay \$300 per year (\$25 per month) for rent, utilities and internet services.

The recommendation of the superintendent is:

“to approve the memorandum of understanding with Big Brother Big Sister as recommended.”

Aligned with the Board/Superintendent goal 2: Culture and Climate

Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT

17. Review of 2019-20 School Calendar

Discussion
Exhibit

The Board will discuss the proposed 2019-20 school calendar. Supt. Fisher will present and explain the proposed 2019-20 school calendar. The Board will direct the Superintendent to make changes, if needed, to the tentative school calendar.

Aligned with the Board/Superintendent goal 1: Professional Learning

Aligned with Strategic Focus Area 4: FISCAL RESPONSIBILITY AND STABILITY

18. Set the Date & Time for a Public Hearing on the 2019-20 School Calendar

Action

The recommendation of the superintendent is:

“to set the public hearing concerning the 2019-20 school calendar for Monday, April 8, 2019 at 6:15 PM in the Middle School 7th grade learning studio.”

Aligned with the Board/Superintendent goal 2: Culture and Climate

Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT

19. Review of 2019-20 Budget

Discussion
Exhibit

The Board will discuss the proposed 2019-20 certified budget. The Board will direct the Business Manager to make changes, if needed, to the tentative budget which will be presented at the 3/25/19 board meeting when the public hearing date will be set. The budget may be lower, but cannot be certified at a higher rate than published.

Aligned with the Board/Superintendent goal 1: Professional Learning
Aligned with Strategic Focus Area 4: FISCAL RESPONSIBILITY AND STABILITY

20. Financial Report for February 2019

Action
Exhibit

Director of Finance Terri O’Brien will briefly highlight some of the monthly financial reports during the meeting. Administration recommends approval of the financial report for February 2019.

The recommendation of the superintendent is:
“to accept the February 2019 financial reports as presented.”

Aligned with the Board/Superintendent goal 1: Professional Learning
Aligned with Strategic Focus Area 4: FISCAL RESPONSIBILITY AND STABILITY

21. Consideration of Consent Agenda

Action

Approval of the Consent Agenda approves all of the agenda items listed under this heading without further discussion or review. Any board member may remove any item from the Consent Agenda and that item will be considered separately after the vote on the Consent Agenda. If Board members have questions about the items on the Consent Agenda, they should ask about them prior to the meeting or ask that the specific item for which they have a question be removed from the Consent Agenda.

The recommendation of the superintendent is:
“to approve the Consent Agenda items as listed below.”

- a. Approval of Minutes of the Regular Meeting held on February 4, 2019 and February 25, 2019 Exhibit
- b. Approval of Monthly Bills for March 2019 Action
Exhibit
- c. Approval of Personnel: Resignations Action

Name	Position	Date Effective
Mark Sindlinger	10th grade football coach	3/18/19
Jessica Menchak	Teacher of the deaf & hard of hearing	6/30/19
Sasha Mottinger	Washington instructional assistant	3/3/19

Administration recommends that the Board approve the personnel resignations..

d. Approval of Personnel: Appointments

Action

Name	Position	Amount	Start Date
Rick Gabel	10th grade baseball coach	\$4,076	3/18/19
Joseph Taylor	MS Principal	\$104,000 plus moving exp \$2000	7/1/19

Administration recommends that the Board approve the above personnel appointments, contingent upon completion of positive background checks. Also appointments are also contingent upon successfully completing the pre-employment/post-offer functional capacity physical assessment and having the Para Certification on file and any additional testing if required.

e. Licensed Employee Transfers

Action

Employee	Current Position	Recommended Position

Administration recommends the transfers listed above in accordance with board policy 405.7 (Licensed Employee Transfers).

f. Classified Employee Transfers

Action

A listing of support staff transfers is provided in accordance with board policy 411.6 (Classified Employee Transfers).

Employee	Previous Position	New Position
Keisha Cunnings	Part time Educational Secretary	Full time - Administrative Support

g. Auditorium Microphone Fundraiser

Action
Exhibit

Justin DeVore, Communications Director, has requested approval of a fundraiser for the purchase of auditorium microphones.

22. Correspondence/Miscellaneous

Information

- Enrollment Summary

23. Important Upcoming Dates

Information

- March 25 Board Meeting 6:15 p.m.
- March 27 SIAC meeting at Lincoln Cafeteria 5:00 - 6:00 p.m.
- March 29 Snow make up day 4.4 hours. Professional Development at 1:30 p.m.
- April 8 Board Meeting 6:15 p.m.

24. Adjournment